

RECORDS RETIREMENT REQUEST

ASSIGNED BY RECORDS CENTER

JOB NO.

60-330

Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.

FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.

PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)

TO:

Chief, Records Center.

FROM:

(Office) PERSONNEL

DIVISION

OD / PERS

BRANCH

SECTION

DEPOSITED BY ARC/OP

APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW

DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 14DA. RECORDS SHELF LIST (Check appropriate box below.)

XXXX37 - PROGRESS REPORTS FILE

Consists of copies of semi-annual and annual progress reports prepared by the Staffs and submitted to the Director of Personnel. Reports contain summaries of accomplishments and outline future plans. Filed chronologically. Period Covered: 1951 - 1956 Incl.

Note: This item previously listed in RCS 40057 under DD/Pers/PD. When schedule is up-dated the responsibility for this file will be changed to OD/Pers or the Regs Unit/OD/Pers.

☒ SHELF LIST ATTACHED

☐ SHELF LIST INCLUDED IN TRANSFER

CLASSIFICATION OF RECORDS

FILE EQUIPMENT OCCUPIED BY RECORDS

☐ LETTER

☐ OTHER (specify)

☒ LEGAL

1/2 NUMBER OF DRAWERS

APPROXIMATE REFERENCE ACTIVITY PER MONTH

2 per year

LOCATION OF RECORDS

BUILDING

ROOM

EXTENSION

DATE

SIGNATURE OF RECORDS CUSTODIAN

25X1 Curie Hall

253

9 Dec 1959

PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)

TYPE OF MATERIAL

☒ RECORD

☐ NON-RECORD

RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")

Restrict use to authorized members of OD/Pers, C/Regs Unit, and ARC/OP. Questions concerning this deposit should be referred to DEX/OP () or ARC/OP ()

25X1

DISPOSITION AUTHORIZATION

CITE SCHEDULE OR AUTHORITY

Records Control Schedule 40-57 Item 37.

25X1

25X1A

BUILDING

ROOM

DATE

Curie

193

9 Dec 1959

RECORDS SHELF LIST			JOB NO. 60-330																				
NOTE: Prepare in duplicate and submit original to Records Center			TOTAL NO. OF CONTAINERS 1																				
OFFICE	DIVISION	BRANCH	SECTION																				
Personnel	OD/PERS	REGS UNIT/EX/OP																					
CONTAINER NO.	DESCRIPTION AND DATES																						
1	<p>ANNUAL AND SEMI-ANNUAL PROGRESS REPORTS:</p> <table> <tbody> <tr> <td>Progress Reports</td> <td>1951-1952-1953</td> </tr> <tr> <td>Progress Reports</td> <td>1954-1955-1956</td> </tr> <tr> <td>Progress and Plans Reports</td> <td>Jan-Dec 1954</td> </tr> <tr> <td>Progress and Plans Reports/CS Staff</td> <td>July 1954-June 1955</td> </tr> <tr> <td>Annual and Semi-Annual Report/PED</td> <td>1952-1953-1954-1955-1956</td> </tr> <tr> <td>Progress and Plans Report-OP</td> <td>Fiscal Year 1956</td> </tr> <tr> <td>Progress Report and Program Plans</td> <td>1 July 54-Dec 54 (Semi-Annual)</td> </tr> <tr> <td>Plans and Progress Reports (Semi-Annual)</td> <td>1 July 55-Dec 55</td> </tr> <tr> <td>Report of Progress and Program Plans</td> <td>1 July 56-Dec 56 (Semi-Annual)</td> </tr> <tr> <td>Annual Progress and Plans Report</td> <td>1 July 54-June 55 (FY 1955)</td> </tr> </tbody> </table> <p>Deposited under Records Control Schedule 40-57 - Item 37 - DD/Pers/PD</p> <p>Note: When RCS is up-dated this type report will be listed under OD/Pers or EXOP/Regs Unit.</p> <p>Questions on this material to be referred to:</p> <div style="border: 1px solid black; width: 200px; height: 20px; margin: 10px auto;"></div> <p>25X1A</p>			Progress Reports	1951-1952-1953	Progress Reports	1954-1955-1956	Progress and Plans Reports	Jan-Dec 1954	Progress and Plans Reports/CS Staff	July 1954-June 1955	Annual and Semi-Annual Report/PED	1952-1953-1954-1955-1956	Progress and Plans Report-OP	Fiscal Year 1956	Progress Report and Program Plans	1 July 54-Dec 54 (Semi-Annual)	Plans and Progress Reports (Semi-Annual)	1 July 55-Dec 55	Report of Progress and Program Plans	1 July 56-Dec 56 (Semi-Annual)	Annual Progress and Plans Report	1 July 54-June 55 (FY 1955)
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Annual Progress and Plans Report	1 July 54-June 55 (FY 1955)																						

Annual Reports O/P Fiscal Year 1958 (Job No. 66-237)

Annual Reports O/P Fiscal Year 1962

Annual Reports O/P Fiscal Year 1961

Annual Report O/P Fiscal Year 1960

JOT Program 1953-56 (Job No. 58-166)

JOT Program - Report to IG
re Low Morale November 1953.

Herter Report (Dept of State, AID, USIA) 1963 (Job No. 68-107)

Folders of Career Service Committee Meetings
1 - 15 and 16 - 28 meetings. (Job No. 65 - 218)

Folders entitled CIA Career Service Board
Meetings 1 - 35.

✓ Folder entitled Personnel - Administrative Workload (Job No. 65-219)

25X1A ✓ Folder - Personnel Policy, Statements of Personnel
Policy - General [redacted]

✓ Folder - Compensation System (CIA Career Council)

25X1A ✓ Folder - Appointment, Civil Service Status
[redacted]

Survey Task Force - Clark Committee (Job No. 58 - 18)

25X1A Presentation on Overseas Personnel Management
[redacted]

RECORDS RETIREMENT REQUEST				ASSIGNED BY RECORDS CENTER	
Submit original and 4 copies to Records Center. Two copies will be returned to the originating office. Additional copies may be prepared as indicated by your RAO.				JOB NO. 72-530 For Reference Service on Records Transferred to Storage Complete Form 490 and Refer to Above Job Number.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: CHIEF, ARCHIVES AND RECORDS CENTER		FROM: (Office) Office of Personnel		DIVISION Historical Office	
		BRANCH CO/D/Pers		SECTION Review Staff	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Use description in Records Control Schedule and inclusive dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140a, RECORDS SHELF LIST (Check appropriate box below.)					
<p>OF Historical Files: O/D/Pers Files 1947-1968 includes major reports and studies, Annual and Semi-Annual reports of Division and Staff Chiefs to the D/Pers 1951-1968; the meeting agendas and transcripts of the Career Service Committee 28 Meetings 4 Sept 1951 to June 5 June 1952; the Career Service Board, CIA Career Service Board 26 Aug 52 to 30 June 1954 35 Meetings 26 Aug 52 to 30 June 1954; CIA Career Council 59 Meetings 2 Aug 54 to 1 Feb 1962; 10 Reports on Personnel 1953, 1959 and 1964; other staff studies and papers on personnel policies such as overtime, J.O.T./C.T., assignment, career service monitoring as contained in the attached shelf lists.</p>					
<input checked="" type="checkbox"/> SHELF LIST ATTACHED <input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER					
CLASSIFICATION OF RECORDS			FILE EQUIPMENT OCCUPIED BY RECORDS		
SECRET			<input type="checkbox"/> LETTER <input checked="" type="checkbox"/> LEGAL <input type="checkbox"/> OTHER (Specify) _____ 7 NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH			25X1A		
LOCATION OF RECORDS					
BUILDING 25X1	ROOM 447D	EXTENSION	DATE		
	Vault on 3rd floor		1 Feb 72		
PART II (TO BE COMPLETED BY THE RECORDS ADMINIS)					
TYPE OF MATERIAL <input type="checkbox"/> RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")					
25X1A					
CITE SCHEDULE OF APPROVE		ION AUTHORIZATION		SCHEDULED DESTRUCTION DATE	
CIA		25 Feb 1972 Date Add to Schedule		Permanent	
BUILDING		DATE		SIGNATURE OF RECORDS ADMINISTRATION OFFICER	

**FOLD
HERE**

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RECORDS SHELF LIST			JOB NO. 72-530																																
NOTE: Prepare in Triplicate and submit original and one to Records Center			TOTAL NO. OF CONTAINERS																																
OFFICE	DIVISION	BRANCH	SECTION																																
Office of Personnel	O/D/Pers																																		
CONTAINER NO.	DESCRIPTION AND DATES																																		
1	<p>14 Folder consisting of 1951-1962</p> <p>Annual and Semi Annual Progress Reports: formerly Job No 60-330</p> <table border="0"> <tr> <td>Progress Reports</td> <td>1951-1952-1953</td> </tr> <tr> <td>Progress Reports</td> <td>1954-1955-1956</td> </tr> <tr> <td>Progress and Plans Reports</td> <td>Jan-Dec 1954</td> </tr> <tr> <td>Progress and Plans Reports/CS Staff</td> <td>July 1954-June 1955</td> </tr> <tr> <td>Annual and Semi-Annual Report/PED</td> <td>1952-53-54-55-56</td> </tr> <tr> <td>Progress and Plans Report-OF</td> <td>Fiscal Year 1956</td> </tr> <tr> <td>Progress Report and Program Plans (Semi-Annual)</td> <td>1 Jul 54-Dec 54</td> </tr> <tr> <td>Plans and Progress Reports (Semi-Annual)</td> <td>1 Jul 55-Dec 55</td> </tr> <tr> <td>Report of Progress and Program Plans (Semi-Annual)</td> <td>1 Jul 56-Dec 56</td> </tr> <tr> <td>Annual Progress and Plans Report (FI 1955)</td> <td>1 Jul 54-Jun 55</td> </tr> </table> <table border="0"> <tr> <td>Annual Reports O/P</td> <td>Fiscal Year 1958</td> <td>formerly</td> </tr> <tr> <td>Annual Reports O/P</td> <td>Fiscal Year 1962</td> <td>(Job No 66-237)</td> </tr> <tr> <td>Annual Reports O/P</td> <td>Fiscal Year 1961</td> <td></td> </tr> <tr> <td>Annual Reports O/P</td> <td>Fiscal Year 1960</td> <td></td> </tr> </table>			Progress Reports	1951-1952-1953	Progress Reports	1954-1955-1956	Progress and Plans Reports	Jan-Dec 1954	Progress and Plans Reports/CS Staff	July 1954-June 1955	Annual and Semi-Annual Report/PED	1952-53-54-55-56	Progress and Plans Report-OF	Fiscal Year 1956	Progress Report and Program Plans (Semi-Annual)	1 Jul 54-Dec 54	Plans and Progress Reports (Semi-Annual)	1 Jul 55-Dec 55	Report of Progress and Program Plans (Semi-Annual)	1 Jul 56-Dec 56	Annual Progress and Plans Report (FI 1955)	1 Jul 54-Jun 55	Annual Reports O/P	Fiscal Year 1958	formerly	Annual Reports O/P	Fiscal Year 1962	(Job No 66-237)	Annual Reports O/P	Fiscal Year 1961		Annual Reports O/P	Fiscal Year 1960	
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RECORDS SHELF LIST			JOB NO.
NOTE: Prepare in Triplicate and submit original and one to Records Center			TOTAL NO. OF CONTAINERS
OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
2	6 Folder 1963-1968 Office of Personnel - Annual Reports of Divisions and Branches FY 1963 FY 1964 FY 1965 FY 1966 FY 1967 FY 1968		

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OFFICE	DIVISION	BRANCH	SECTION
Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
3	<p>Ten Folders 1952-1956 consisting of:</p> <p>JOT Program 1953-56 (Job no 58-166)</p> <p>JOT Program-Report to IG re Low Morale Nov 1953.</p> <p>Herter Report (Dept of State, AID, USIA) 1963 (Job No 68-107)</p> <p>Folders of Career Service Committee Meetings 1-15 and 16-28 meetings (4 Sep 51-5 Jun 52) (Job No 65-218)</p> <p>Folder entitled Personnel-Administrative Workload (Job No 65-219)</p>		
25X1A	<p>Folder-Personnel Policy, Statements of Personnel Policy-General [] "</p> <p>Folder-Compensation System (CIA Career Council) "</p>		
25X1A	<p>Folder-Appointments, Civil Service Status []</p> <p>Survey Task Force - Clark Committee (Job No 58-18)</p>		
25X1A	<p>Presentation on Overseas Personnel Management [] 7 December 1954 "</p>		

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Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
4	13 Folders 1950-1958		
	Test Batteries, Testing and Evaluation Division, Personnel Office undated probably 1950		
	Personnel 1 - Appointment Authority 5 Aug 52		
	Personnel Office, Survey Report of Office of Communications Personnel Branch, 3 Setp 1953		
	Personnel Positions Outside Personnel Office, 7 July 1953		
	Women's Task Force, 1 March 1954		
25X1A	Summary of OP History, [] 1955		
25X1A	14 Questions and Answers about Personnel, 1953-56, [], 1958.		
	Personnel - Conduct, Code of POW's 15 Oct 1955		
	A plan for Improved Personnel Assignment and Utilization Support 19 Dec 1957		
	Organization and Management, Functions and Delegation of Authority		
	Personnel Activities within DDP, December 1957		
	Hours of Duty and Overtime, August 1958		
	POTC - Examination 22 October 1959		

RECORDS SHELF LIST

JOB NO.

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TOTAL NO. OF CONTAINERS

OFFICE
Office of Personnel

DIVISION

O/D/Pers

BRANCH

SECTION

CONTAINER NO.

DESCRIPTION AND DATES

5

25 Folders entitled CIA Career Service Board, Meetings, Agendas
and Transcripts25th Meeting 1 April 1954
to

1st Meeting 26 August 1952 (Formerly Job No 65-218)

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Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
6	<p>16 Folders 1952-1954 Professional Selection Panel, 28 May 1953 Agenda of the Career Service Board 26 Aug 52 - 3 Jun 54 Steering Group, Career Service Board 1 Oct 53 Review Committee 12 Nov 52 CIA Career Service Board Executive Secretary CIA/CSB Assignment to key positions Jul 53 Folders entitled CIA Career Service Board Meetings, Agendas, Transcripts 35th meeting 30 Jun 54 to 20th meeting 8 Apr 54 (formerly Job No 65-218)</p>		

RECORDS SHELF LIST		JOB NO.	
		TOTAL NO. OF CONTAINERS	
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Office of Personnel	DIVISION O/D/Pers	BRANCH	SECTION
CONTAINER NO.	DESCRIPTION AND DATES		
7	<p>11 Folders 1953-56</p> <p>Legal - Final Report of the Legislative Task Force 9 Oct 53 Legal - Subsequent Reports on Proposed Legislation, Oct 1954-56 Recommendations of the CIA Career Service Board and the Legislative Task Force. Final Report of the Career Service and Inauguration of Career Staff, Mr. Dulles Remarks at ceremony, Inaugurating the Career Staff, 27 Apr 55. CIA Career Staff, Inaugural Ceremony 9 Aug 56 Career Services, Summary Report of Activities: 1 Jan 55 - 31 Mar 56, 1 Oct 55 - 31 Mar 56; 1 Jan 55 - 30 Jun 55. Development of Career Planning 1954-58 Career Planning Staff Study and Forms 1956 Organization and management: Regulatory Issuances - The Career Council and the Career Service (20-100) March 58 Career Service General 1953-57 including booklet, What a Career in CIA Means to You. Personnel - Competitive Promotion 1955-56</p>		

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CONTAINER NO.	DESCRIPTION AND DATES		
8	<p>Eight Folders entitled CIA Career Council; Agenda, Minutes and Transcripts</p> <p>1st meeting 2 Aug 54 31st meeting 26 Jul 56</p>		
9	<p>Ten Folders entitled CIA Career Council; Agenda, Minutes and Transcripts</p> <p>32nd Meeting 13 Sep 56 to 69th Meeting 1 Feb 62</p>		
10	<p>Nine Folders IG Surveys 1953-67</p> <p>1953 OP Survey and Annex I, Comment of Office and Area Division Chiefs.</p> <p>Folder - IG Survey of OP (Feb 55) Ten Ways of Improving CIA's Personnel Management.</p> <p>Folder - Corres and IG Paper on the Role of the Director of Personnel, Nov 56 - May 58.</p> <p>Folder - Corres and Survey of the CIA Training Program, Aug 60.</p> <p>Folder - Reply to DDCI, IG Report on Training, Aug 60 - Jun 61.</p> <p>IG Report on the Career Service, 1959 - 1960. Corres includes Memo dated 26 May 60 to DCI from Director of Personnel. Subject: CTA Career Service.</p> <p>Folder - Corres and IG Survey of the Office of Personnel, May 64, IG Question Preceding Surveye.</p> <p>Folder - IG Survey of the Career Training Program, Apr 67.</p>		

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Office of Personnel	O/D/Pers		
CONTAINER NO.	DESCRIPTION AND DATES		
11	<p>18 Folders 1960-1964</p> <p>Overseas Station Questionnaire Project 30 March 1960</p> <p>Career Service - <input type="text"/> 27 Jul 60 Appts to CS Service Board and Panels</p> <p>Personnel Development Board: Statement of Functions Jun 61; Mid Career Program Mar 61; Extracts from IG Surveys of Career Program 59 and Training P Program 60.</p> <p>Personnel Development Board, Transcript of 15 March Meeting and 1962 Meeting on Mid-Career Training</p> <p>Personnel Development Board, Agenda for 15 Mar 62 Meeting and Description of A.T.&T. Exec/Devel Program.</p> <p>JOT's Mr. Nichols Working File 1961-64. Includes his paper of Professional Personnel Procurement and Training Programs.</p> <p>Personnel Efficiency Task Force 31 Aug 62: Report of Task Force on Personnel Management in CIA</p> <p>Monitoring Responsibilities. Papers from Operating Divisions Feb 1962.</p> <p>Reports - Current Interest Items 1 May 1963 - 17 May 1965</p> <p>Office of Personnel Monthly Reports March 1963 - Dec 64</p> <p>Interim Assignment (I.A.S.) - Studies and Reports on the Pool, 8 Mar 52-2 Sep 63.</p> <p>1964 - Personnel Who work in association with other Federal Agencies.</p> <p>Organization and Management - Qualifications Register</p> <p>Reports on Supervisory Responsibilities Course April 1964</p> <p>Review of Career Management Activities: Material sent D/Pers by Career Services August 1964.</p> <p>Career Management Study - DDS Promotions 25 Sep 64 " " " - DDI 1964</p> <p>Agency Use of Civil Service Commission InterAgency Boards August 1967</p>		

Material given to Frank for history project

25X1A

1. Supergrade Positions - [] draft, 1970
2. Concepts Controlling Administration of Supergrade Compensation in CIA, no date.
3. Ltr to Admiral Hillenkoetter fr Compt-Gen dtd 15 Nov 49 re Supergrades.
4. Memo to Executive fr Pers Director dtd 17 Oct 49, subj: Pending Revision of Classification Act
5. Memo for Executive fr Adm. Hillenkoetter dtd 18 Nov 49, subj: Ltr fr Compt Gen (see above #3)
6. Memo for Executive from Mr. Houston dtd 23 Nov 50, subj: Supergrades under Defense Production Act of 1950

25X1A 7.

8. Memo for DCI w/atts dtd 31 Jul 52, fr Acting DDA, subj: Agency Positions, Grades GS-16, 17 and 18.

25X1A 9.

10. Memo for Chairman, Supergrade Review Board fr D/Pers w/att, dtd 2 May 56, subj: Supergrade Job Evaluation System
11. Memo for DCI fr D/Pers dtd 15 Feb 66, subj: Study of Requirements for Positions at Rates Above the GS-15 Pay Level
12. Memo for DCI fr D/Pers dtd 3 Oct 68, subj: Study of Requirements for Supergrade and Scientific Pay Schedule Positions
13. Ltr to D/BOB fr DCI dtd 4 Apr 66, re supergrade and SPS structure.
14. Memo for DCI fr DDCI dtd 26 Jul 57, subj: CIA Supergrade Structure.
15. Memo for DCI fr DDCI dtd 8 May 59, subj: Revision of CIA Supergrade Author.
16. Ltr to D/BOB fr DCI dtd 14 May 59 re establishment of supergrade positions.
17. Memo for DDCI fr D/Pers dtd 20 Jul 62, subj: Agency Supergrade Requirements.
18. Ltr to D/BOB fr DDCI dtd 25 Aug 62 re supergrade authorization.
19. Ltr to ADCI fr D/BOB dtd 28 Aug 62 re supergrade authorization.
20. Ltr to D/BOB fr ADCI to D/BOB dtd 31 Aug 63, supergrade authorization.
21. Memo of Conversation BOB/CIA dtd 4 Sept 62, Meeting to Discuss Agency Supergrade Authorizations.

22. Memo for the Record dtd 62 signed by D/Pers, subj: CIA Supergrade Increases.
23. Ltr to Mr. Amory, BOB from LKWhite dtd 30 Oct 62 re Agency supergrade structure.
24. Chart of Supergrade Positions and Personnel 1951-1968.

PERS/ADMIN
AN OVERVIEW- 1946-68
FINAL

VOL 1. NARRATIVE pp. 1-236
VOL 2. APP A. SOURCES 237-312
B. CHRONOLOGY 313-324
C. D/PERS p. 325
D. ROSTER 326-328
E. BACKGROUND
DOCUMENT LIST 329-341
F. TAPE LIST, ORAL
HISTORY 342-345
G. INDEX 346-371

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	<i>Dee</i>		
2			
3			
4			
5			
6			
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY	
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION	
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN	
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE	

Remarks:

Please retain this - it's our C.C. of the records which

25X A

retired upon completion of his history project. They'll be kept for future reference & this important to an indef.

FOLD HERE TO RETURN TO SENDER

25X A

ADDRESS AND PHONE NO.	DATE
	<i>12 Apr</i>
<input type="checkbox"/> CONFIDENTIAL	

FORM 1